

ADM 10-6

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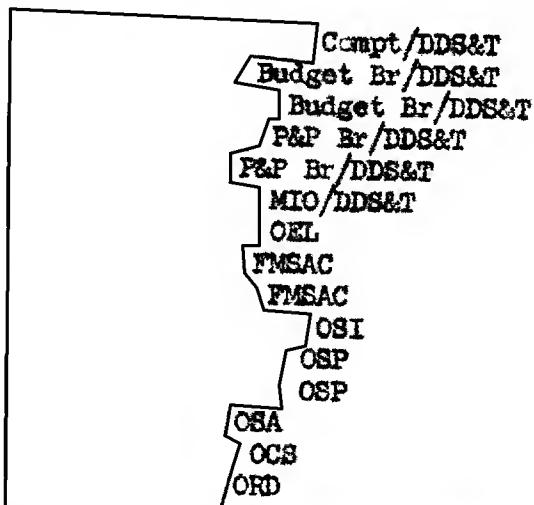
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26 January 1967

MEMORANDUM FOR THE RECORD

SUBJECT: FY-1969-1973 Program Call Preparation Meeting - 20 January 1967

1. At 0930 hours, Friday, 20 January 1967, a meeting was convened in the DDS&T Conference Room to discuss the preparation of the FY-1969-1973 Program Call. The following conferees were in attendance:



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2. [] opened the meeting with a discussion of answers by PPB to questions raised by the Offices in connection with the Program Call.

a. PPB has sanctioned the use of FAN numbers for internal use but financial reporting must be handled in the usual format.

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[] stated that he is going to discuss this further with PPB. In the interim he suggests the Offices set up FAN numbers as an instrument of internal control.

b. In budgeting for ADP equipment the Offices are to include in their program and budget the machinery and software employed and operated by the Office.

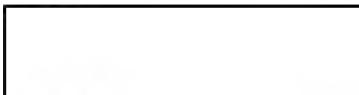
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NRO review(s) completed.

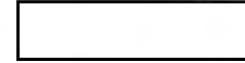
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Central usage equipment is programmed and budgeted for by OCS with inputs from the using offices.

OCS has received ADP requirements from only one office to date. It is imperative that OCS have this information as soon as possible.

c. PPB, in answer to OSI's question, has stated that Management expenses can be split up and costed anyway the Office sees fit, however, the method employed must be explained in the narrative.

3. [redacted] brought up the subject of interfacing programs -- where two or more offices have inputs or actions in a single program. The question of where one office drops the program and the other picks it up must be worked out between the offices concerned and properly spelled out in the narrative.

4. The question of how to handle FY-1968 programs that will still be active in FY-1969 was mentioned by [redacted]. They must be handled as on-going programs. Detail is not needed but they must be referred to.

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5. A need for a break out of elements and sub-elements plus a list of objectives from ORD was stressed. These will be re-worded, added to, and returned. If there is a security reason for not distributing objectives P&P should be advised so that proper action can be taken. If the objective is the same in more than one office this should be mentioned.

6. [redacted] distributed the blank summary sheets needed for CPC and mentioned that the preliminary index of the DDS&T Program Call will be distributed the week of 23 January.



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8. The problem of sub-elements that are not in the program structure was brought up. They are to be used as a program grouping. ORD and OCS have been faced with this dilemma and are using descriptive objectives or program titles in lieu of sub-element titles.

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9. [redacted] stated that he had asked PPB about area distribution as it applies to some of our offices. The answer given by PPB was not to our complete satisfaction. When it is possible, the offices should try to employ area distribution.

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10. [redacted] of OCS made a brief plea to the other offices for their input of ADP requirements. OCS has developed a form which will help define these requirements. It will provide a check list of how much machine and personnel time is required. Offices must consider major areas and work out their requirements with OCS planners. The volume of the job must be measured, the manpower type and volume must be estimated. OCS cannot make up their PC without this information.

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11. [redacted] next called for a progress report on PC preparation from each office:

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a. ORD [redacted] has all divisional inputs on hand. They have two weeks to pull it together, write their narratives, etc.

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b. OSA [redacted] is due to receive divisional inputs on Friday, 20 January. Phasing out of the OKCART program is having an effect.

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c. OSP [redacted] has their draft about 25% completed. They must coordinate with OEL on some aspects and must assume added communications costs for future programs.

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d. OSI [redacted] is awaiting the drafts from divisions; progress to date is unknown.

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e. FMSAC [redacted] has had difficulty finding the right people at the right time due to TDY, pressing business, etc.

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f. OEL [redacted] is reminding their Division Chiefs constantly of PC requirements and questions are being answered.

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[redacted]

[redacted]

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Timing on interfacing programs must be worked out with OSP.

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g. OCS [redacted] has received inputs from two divisions; one is good, the other is inadequate. Definition of terms is still giving them difficulty. About 50% of the people who are working on the PC are new to it but they should be able to make the grade.

12. The meeting then was opened to discussion and the following points were made:

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a. [redacted] stated that the attitude of the writer was important. If he is motivated he does a good job.

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b. [redacted] said there has been confusion due to terminology but generally the instruction has been good. Time phasing has been difficult as no one really knows what will happen five years hence. The importance of the PC was stressed by [redacted] at this point. He stated that the budgeting for funds in the future was largely dependent upon this document and it must be given the attention it deserves.

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c. [redacted] asked for further clarification on overhead costing. [redacted] said services that are of common concern and cannot be properly fitted into a division go into overhead. [redacted] stated that explanation of the formula used must be in the narrative.

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13. [redacted] reminded the participants that the next meeting will be on 3 February and that the draft of the PC will be due at that time.

14. The meeting was adjourned at 1035 hours.

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[redacted]

Plans and Programs Branch

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Distribution:

Cy 1 - Compt/DDS&T
Cy 2 - Ch/Budget Br
Cy 3 - P&P Chrono
Cys 4 & 5 - DDS&T Registry

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[redacted]